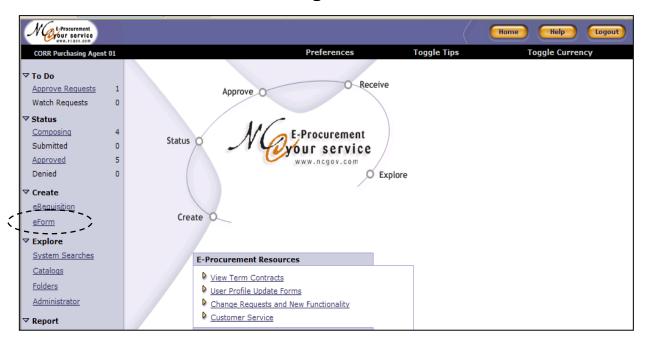# E-Procurement User Mapping in SunPac

Each local education authority (LEA) user created in the NC E-Procurement Service is assigned a unique login name. In order for the user to create eRequisitions in E-Procurement that are successfully processed by SunPac, the user's E-Procurement login name must be mapped to the corresponding user's 'NCEP Login' within the NCEP Username Cross Reference screen in SunPac. This mapping process was completed for each user during the E-Procurement LEA Implementation; however, any new users added to the NC E-Procurement Service will need to be mapped according to this process.
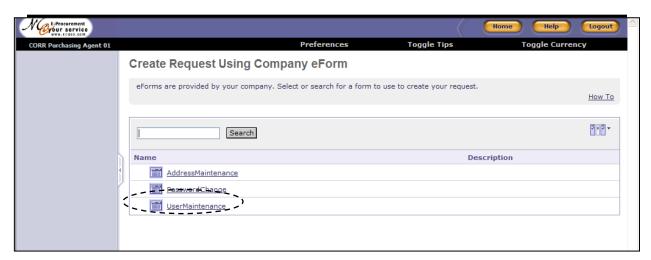
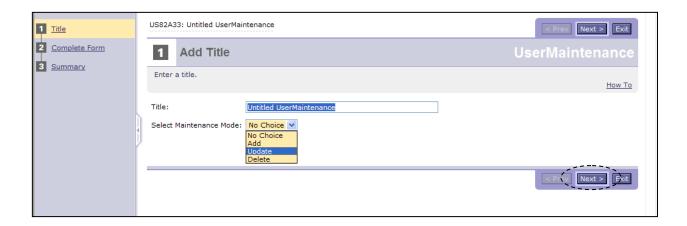## 1.0 Locate the E-Procurement Login Name

1. Select the **'eForm'** link from the Shortcut Menu on the E-Procurement Home Page.
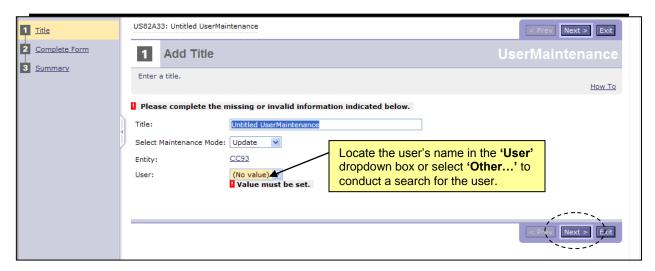
2. Select the **'UserMaintenance'** link.

3. **Title –** It is not necessary to enter a title, as this request will not be submitted.

4. **Select Maintenance Mode –** Select the appropriate type of user maintenance to perform. To locate the login name, select **'Update.'**

5. Click **'Next.'**

6. Locate the user's name in the User dropdown box. If the user's name does not appear in the dropdown box, select **'Other…'** to search for the user.

7. Click **'Next.'**

8. Locate the user's E-Procurement Login Name next to the 'Login Name' field. Make note of this value to enter into SunPac.

    Note: This value can also be noted during the user setup process.

2.0 Enter the E-Procurement Login Name in SunPac
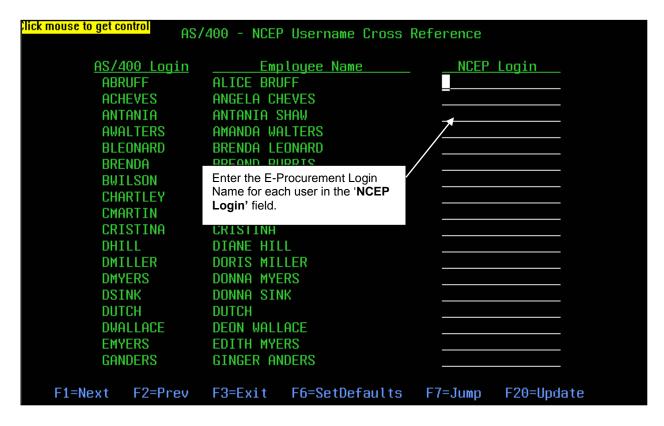
Once located, the user's E-Procurement Login Name will be entered in the corresponding user's 'NCEP User ID' field on the SunPac NCEP Username Cross Reference screen. To access this screen, select option 11 (E-Procurement) once logged into SunPac. Next, select option 29 (Username X-Reference).

Note: All users may not have access to this screen. Please check with your system administrator to obtain the correct permissions to access these records.

```
Click mouse to get control     AS/400 - NCEP Username Cross Reference

        AS/400 Login        Employee Name         NCEP Login
         ABRUFF         ALICE BRUFF         █_____
         ACHEVES        ANGELA CHEVES        _____
         ANTANIA        ANTANIA SHAW         _____
         AWALTERS       AMANDA WALTERS       _____
         BLEONARD       BRENDA LEONARD       _____
         BRENDA         BREOND BURRIS        _____
         BWILSON      Enter the E-Procurement Login
         CHARTLEY     Name for each user in the 'NCEP
         CMARTIN      Login' field.
         CRISTINA       CRISTINA             _____
         DHILL          DIANE HILL           _____
         DMILLER        DORIS MILLER         _____
         DMYERS         DONNA MYERS          _____
         DSINK          DONNA SINK           _____
         DUTCH          DUTCH                _____
         DWALLACE       DEON WALLACE         _____
         EMYERS         EDITH MYERS          _____
         GANDERS        GINGER ANDERS        _____

   F1=Next   F2=Prev   F3=Exit   F6=SetDefaults   F7=Jump   F20=Update
```

9.   Press **'F20'** to save and update the changes.